

CHAPTER 15

LIAISON OFFICER

MHA O.M. No. 16/17/67 Estt.(C) dt. 10-4-68 and No. 27/22/68-Estt (SCT) dt. 19-4-69. and Deptt. of Personnel & A.R. O.M. No. 36022/5/76 Estt.(SCT) dated 27-5-76. and No. 36028/1/79. Est (SCT) dated 11-10-79.

15.1 In each Ministry/Department/Attached and Sub-ordinate offices the Deputy Secretary in Charge of administration (or another officer at least of the rank of Deputy Secretary designated for the purpose) will act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. The Liaison Officer will be specially responsible for :

- (i) ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them;
- (ii) ensuring;
 - (1) Submission by each appointing authority under the Ministry/Department to the Ministry/Department and annual statement showing total number of Government servants and number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January (in the Form in Appendix 8);
 - (2) Submission by each appointing authority under the Ministry/Department to the Ministry/Department and to the Department of Personnel and Training and annual statement showing particulars of recruitment made during the calendar year and the numbers filled by Scheduled Castes and Scheduled Tribes (in the Form in Appendix 9); and
 - (3) Scrutiny and consolidation of above annual statements in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated statements in the Forms in Appendix 8 and Appendix 9 to the Department and Personnel and Training.
 - (4) Under the instructions of 10-8-81, the Liaison Officers have to endorse the non-availability of an SC/ST Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should also have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/Ministries. Whenever requirement arises a SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.

No. 36022/2/84-
Estt. (SCT) dt.
18-1-85.

No. 36011/22/82/
Estt. (SCT) dt.
18-1-83.

Deptt. of Personnel O.M. No 16/1/72-Estt.(SCT) dated 11-8-1972* and No. 16/27/74-Estt.(SCT) dated 12-11-75*

(iii) ensuring that while making a reference to the Department of Personnel and Training with copy to the National Commission for Scheduled Castes and Scheduled Tribes for dereservation of reserved vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or continue indefinitely or while reporting cases of dereservation of reserved vacancies in the roster for purely temporary appointments to the National Commission for Scheduled Castes and Scheduled Tribes, full details in support of the proposal for dereservation (vide para 10.2) are given. Proposals sent to the Department of Personnel & Training regarding dereservation of reserved vacancies should contain a certificate to the effect that the proposal has been made with the full knowledge and concurrence of the Liaison Officer.

MHA O.M. No. 16/8/69 Estt.(SCT) dated 27-4-1970, and Deptt. of Personnel & A.R. O.M. No. 36024/1/78-Estt.(SCT) dated 27-6-78.

(iv) ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and Scheduled Tribes in the investigation of complaints received by the Commissioner in regard to service matters, and in the collection of information for his annual report.

MHA O.M. No. 27/4(iii)/70-Estt. (SCT) dt. 3-9-1970 and Deptt. of Personnel O.M. No. 8/8/71

(v) conducting annual inspection of the rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders. The proforma for the inspection of the rosters is given in Appendix 7.

Est. dated**
22-4-71

(vi) acting as Liaison Officer between the Ministry/Department and the Department of Personnel and Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

MHA O.M. No. 27/22/68 Estt. (SCT) dated 19-4-1969

15.2 Ministries/Departments should set up a Cell within the Ministry/Department under the direct control of the Liaison Officer. The functions of the Cell will mainly be to assist the Liaison Officer to discharge his duties effectively.

MHA O.M. No. 16/17/67 Estt.(C) dated 10-4-1968

15.3 In offices under the control of each Head of Department also, a Liaison Officer will be nominated for work relating to representation of Scheduled Castes and Scheduled Tribes in such offices. The duties of Liaison Officers for offices under such Heads of Departments will be similar to those mentioned above in respect of offices under their charge.

Deptt. of Personnel O.M. No. 27/2/71 Est. (SCT) dated 24-3-72.

15.4 Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes and Scheduled Tribes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be submitted to the Secretary/Additional Secretary to the Government in the respective Ministry/Departments and to the Head of the Department in respect of offices under the Head of Department. Necessary action should be taken as direc-

*Please see after Chapter—10

**Please see after Chapter—4.

ted by the Secretary/Additional Secretary/Head of the Department on such reports to ensure strict compliance of these orders by the appointing authority concerned.

Deptt. of Personnel & AR. O.M. No. 36011/1-76-Estt. (SCT) dated 6-3-1976.

15.5 Inspection by the Liaison Officer of the rosters etc. should be done. A record of inspection made and of the reports should be properly kept.

O.M. No. 36013/6/81-Estt.(SCT) dt. 7-12-81.

It should be the endeavour of every public undertakings, statutory and semi-government bodies, autonomous bodies/institutions including municipal corporations, co-operative institutions, universities, voluntary agents receiving grants in aid from the Government connected with appointment and promotion of SC/ST candidates to have Liaison Officer in the same manner as is existing in Ministries/Departments where the Deputy Secretary in charge of administration is nominated the Liaison Officer.

COPIES OF OFFICE MEMORANDA ETC. ON CHAPTER 15

O.M. No. 16/17/67-Estt.(C)	10-4-68
O.M. No. 27/22/68-Estt.(SCT)	19-4-69
O.M. No. 16/8/69-Estt.(SCT)	31-10-69 After Chapter 6
O.M. No. 16/8/69-Estt.(SCT)	24-4-70
O.M. No. 27/4/(i)/70-Estt.(SCT)	3-9-70
O.M. No. 27/4/(ii)/70-Estt.(SCT)	3-9-70
O.M. No. 8/8/71-Estt.(SCT)	22-4-71 After Chapter 4
O.M. No. 27/2/71-Estt.(SCT)	24-3-72
O.M. No. 16/1/72-Estt.(SCT)	11-8-72 After Chapter 10
O.M. No. 16/27/74-Estt.(SCT)	12-11-75 After Chapter 10
O.M. No. 36011/1/76-Estt.(SCT)	6-3-76 After Chapter 4
O.M. No. 36022/5/76-Estt.(SCT)	27-5-76
O.M. No. 36024/1/78-Estt.(SCT)	27-6-78
O.M. No. 36028/1/79-Estt.(SCT)	11-10-79
O.M. No. 36013/6/81-Estt.(SCT)	7-12-81
O.M. No. 36011/22/82-Estt.(SCT)	18-8-83
O.M. No. 36022/2/84-Estt.(SCT)	18-1-85

Ministry of Home Affairs O.M. No. 16/17/67-Estt.(C)
dated 10th April, 1968 to all Ministries etc.

*Subject:—*Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes—Recommendation No. (xiv) in Chapter 2 of the Report of the Commissioner for Scheduled Castes and Scheduled Tribes for the year 1965-66.

The undersigned is directed to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his report for the year 1965-66 :—

CHAPTER 2

Recommendation No. (xiv)

“The Government of Gujarat have issued instructions to all the Heads of Departments and Offices that if any instances in which reservation orders are not followed come to the notice of the State Government, the officers concerned will be held personally responsible for the omission. This salutary step should be taken not only by all other State Governments but also by the Government of India.

The above recommendation has been considered in this Ministry. The orders regarding reservation for Scheduled Castes and Scheduled Tribes in services issued by this Ministry from time to time are required to be strictly observed by all appointing authorities under the various Ministries. Also officers of the rank of Deputy Secretary have been nominated by the Ministries and Departments to work as Liaison Officers who are in overall charge of the work relating to the special representation in their respective Ministries and attached and subordinate offices and are responsible for ensuring that the instructions in this behalf are strictly complied with. The duties of the Liaison Officers are given in para 33 of the Brochure issued with this Ministry's Office Memorandum No. 1/2/61-SCT(I) dated 27th April, 1962. The Ministries/Departments were also informed in this Ministry's D.O. letter No. 29/47/66-Estts.(C) dated 13th December, 1966 that it would be the responsibility of each Ministry/Department etc. to scrutinize the annual statements in Appendix 9 of the Brochure showing particulars of recruitment made and the number filled by members of Scheduled Castes and Scheduled Tribes in respect of the attached and subordinate offices under the respective Ministry/Department etc. and that Liaison Officers in each Ministry/Department should, with reference to para 33 of the Brochure, ensure that these statements are scrutinized in the Ministry/Department and errors, if any, are intimated to the offices concerned for necessary rectification. After considering the recommendation of the Commissioner referred to above it has been decided that the system of nominating Liaison Officers should be extended to Heads of Departments also. Accordingly, the Ministry of Finance etc. are requested to direct that in offices under the control of each head of Department also, an Officer is nominated for work of representation of Scheduled Castes and Scheduled Tribes in such offices. The duties of the Liaison Officers to be nominated would be the same as in the case of Liaison Officer in the Ministry/Department at present mentioned above, in respect of the offices under their charge. The present system of nominating Liaison Officer in each Ministry/Department for the Ministry/Department proper and all its attached and subordinate offices would, of course, continue for purpose of liaison work between the Ministry/Department and the Ministry of Home Affairs.

2. The names and designation of the Liaison Officers nominated and the Offices/Organisations for which they have been nominated may please be intimated to this Ministry.

Ministry of Home Affairs O.M. No. 27/22/68-Estt.(SCT)
dated 19th April, 1969 to all Ministries etc.

Subject :—Setting up of a small Cell in each Ministry for enforcement of orders of reservations in services and posts—consideration of—

Under para 33 of Brochure issued *vide* Ministry of Home Affairs O.M. No. 1/2/61-SCT(I), dated the 27th April, 1962. Ministry/Departments were required to nominate the Deputy Secretary incharge of Administration in the Ministry as Liaison Officer for work relating to representation of Scheduled Castes and Scheduled Tribes in services/posts. Following the recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes in his Report of the year 1965-66, it was further decided that the system of nominating Liaison Officers should be extended to Heads of Departments also. Ministry of Finance etc., were requested to issue directions accordingly *vide* this Ministry's O.M. No. 16/17/67-Estt.(C), dated the 10th April, 1968. Some Ministries/Departments have already appointed Liaison Officers in pursuance of these suggestions and with the others the matter is being separately pursued. This matter was also considered by the High Level Committee set up under the Chairmanship of the Home Minister to review the performance in the matter of recruitment of Scheduled Castes and Scheduled Tribes in services/posts under the Government of India at its meeting held on 29th October, 1968 and it was felt that it would be desirable to have a small Cell functioning within each Ministry to ensure due compliance of the orders of reservation issued from time to time in favour of Scheduled Castes and Scheduled Tribes, ensuring prompt disposal of the grievance of the employees of these classes and to scrutinise and consolidate the statistical data in respect of all Departments under their control in the prescribed forms circulated by the Ministry in this regard. In the main, the functions of Cell would be to assist the Liaison Officer to discharge his duties effectively. The duties of Liaison Officers are shown in details in the note attached.

The Ministries of Finance etc., are requested to set up a Cell within the Ministry under the direct control of the Liaison Officer already appointed or to be appointed by them in pursuance of this Ministry's earlier suggestions. Action taken may please be intimated to this Ministry early.

Liaison Officers

In each Ministry/Department, the Deputy Secretary incharge of administration (or any other Officer designated for the purpose) will act as Liaison Officer in respect of matters relating to representations of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. He will be specifically responsible for—

- (i) ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favours of Scheduled Castes and Scheduled Tribes and other benefits admissible to them.
- (ii) ensuring :
 - (1) submission by each appointing authority under the Ministry/Department to the Ministry/Department, an annual statement showing total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January (in the Form in Appendix 8 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/2/61-SCT(I), dated 27-4-1962);
 - (2) submission by each appointing authority under the Ministry/Department to the Ministry/Department and to the Ministry of Home Affairs an annual statement showing particulars of recruitment made during the calendar year and the numbers filled by Scheduled Castes and Scheduled Tribes (in the Form in Appendix 9 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/2/61-SCT(I) dated 27-4-1962); and
 - (3) scrutiny and consolidation of the above annual statements in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated statements to the Ministry of Home Affairs;
 - (4) acting as Liaison Officer between the Ministry/Department and the Ministry of Home Affairs for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by reservation orders.

NOTE :—The duties of Liaison Officers for offices under the Heads of Department will be similar to those mentioned above, in respect of offices under their charge.

**Ministry of Home Affairs O.M. No. 16/8/68-Est.
dated 27th April, 1970 to all Ministries etc.**

Subject :—Investigation of complaints received by the Commissioner for Scheduled Castes and Scheduled Tribes in service matters—assistance by the Ministries—Recommendations in the Report of the Commissioner for S.C. and S.T. for 1967-68.

The undersigned is directed to say that in para 2.16 of his Report for the year 1967-68, the Commissioner for Scheduled Castes and Scheduled Tribes has recommended inter-alia that the Liaison Officers who have been nominated in the Ministries etc., for work relating to representation of Scheduled Castes and Scheduled Tribes should ensure the extension of necessary assistance to the Commissioner for Scheduled Castes and Scheduled Tribes in the investigation of complaints received by the latter in regard to service matters. The recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes is brought to the notice of the Ministry/Departments for Implementation. The Liaison Officers who have been nominated in the Ministry/Departments and in Offices under the Heads of the Department vide instructions in this Ministry's Office Memorandum No. 16/17/67-Est.(C) dated 10th April, 1968, may be asked to note the recommendation under reference for compliance.

**Department of Personnel O.M. No. 27/4(i)/70-Est.(SCT)
dated the 3rd September, 1970 to all Ministries etc.**

Subject :—Cells in the Ministries/Departments for enforcement of the orders of reservation for Scheduled Castes and Scheduled Tribes in services—Recommendation No. 5 in the Fourth Report of the Parliamentary Committee.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 27/22/68-Estt. (SCT) dated 19th April, 1969 in which the Ministry of Fincance etc. were requested to set up a Cell within the Ministry under the direct control of the Liaison Officer to ensure due compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes issued from time to time. The Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes in its Fourth Report has recommended as follows :

Recommendation No. 5 (para 1.31)

“The Committee also suggest that the Ministry of Home Affairs should lay down the charter of duties of such Cells so that they could function on proper and systematic lines from the very beginning. A note about the activities of the Cell should be included in the Annual Report of the concerned Ministries/Departments.”

The duties of the Cell have already been specified in the O.M. dated 19th April, 1969 referred to above, Ministry of Finance etc. are, however, requested to incorporate a note about the activities of the Cell in their Annual Report.

Department of Personnel O.M. No. 27/4(ii)/70-Estt. (SCT)
dated 3rd September, 1970 to all Ministries etc.

Subject :—Maintenance of rosters for giving effect to the reservations for Scheduled Castes and Scheduled Tribes in services—Recommendation No. 10 in the Fourth Report of the Parliamentary Committee.

The undersigned is directed to say that the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes has in its Fourth Report made the following recommendation :—

Recommendation No. 10 (para 2.24)

“The Committee have taken note of the various orders issued by the Ministry of Home Affairs regarding the maintenance of rosters for giving effect to reservations provided for Scheduled Castes and Scheduled Tribes in Public Services. The Committee have received complaints that rosters are not being maintained properly. They suggest that the Ministry of Home Affairs should evolve a procedure for the periodical inspection of the rosters. Defects, if any, notice in the maintenance of the rosters should be brought to the notice of the concerned Ministry/Departments for rectification and implementation of the relevant orders.”

The above recommendation has been considered in this Deptt. Each appointing authority is required to strictly observe the orders regarding reservation for Scheduled Castes and Scheduled Tribes including those regarding maintenance of rosters. The Liaison Officers nominated in the Ministry/Departments and in offices under the Heads of the Departments have to ensure strict compliance with the orders of reservations *vide* para. 33 of the Brochure issued with O.M. No. 1/1/69-Estt.(SCT) dated 22-12-1969. The recommendation of the Committee regarding inspection of the rosters has been accepted. Henceforth, it shall also be the duty of the Liaison Officers to conduct annual inspection of the rosters maintained in the Ministry/Department/Office of the Head of the Deptt. with a view to ensuring proper implementation of the reservation orders. Ministry of Finance etc. are requested to bring this decision to the notice of all concerned.

Department of Personnel O.M. No. 27/2/71-Estt. (SCT)
dated the 24th March, 1972 to all Ministries etc.

Subject :—Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes—inspection of rosters etc.

As the Ministry of Finance etc. are aware, Officers of the rank of Deputy Secretary are required to be nominated as Liaison Officers in the Ministries/Departments for ensuring strict compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes by all appointing authorities under the Ministry/Department. Liaison Officers are also required to be nominated in offices under the Heads of Departments. The Liaison Officers in Ministry/Departments and in offices under the Heads of Departments have been entrusted with the responsibility inter-alia of conducting annual inspection of the rosters maintained in the Ministry/Department/Office with a view to ensuring proper implementation of the reservation orders *vide* this Department's O.M. No. 27/4(ii)/70-Estt.(SCT), dated 3rd September, 1970. The proforma for conducting annual inspection of the rosters has also been prescribed *vide* this Department's O.M. No. 8/8/71-Estt.(SCT) dated 22nd April, 1971. Instances have however come to notice where rosters were not properly maintained or the reservation orders were not fully implemented. Ministry of Finance etc. are therefore requested to once again impress upon the appointing authorities the need to observe the reservation and other order relating to representation of Scheduled Castes and Scheduled Tribes in services strictly. Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes and Scheduled Tribes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be submitted to the Secretary/Additional Secretary to the Government in the respective Ministries/Departments and to the Head of the Department in respect of officers under a Head of Department. Necessary action should be taken as directed by the Secretary/Additional Secretary/Head of the Department on such reports to ensure strict compliance of these orders by the appointing authority concerned.

Department of Personnel & A.R. O.M. No. 36022/5/76-Estt. (SCT)
dated the 27th May, 1976 to all Ministries etc.

Subject :—Liaison Officers nominated in Ministries/Departments for work relating to representation of Scheduled Castes and Scheduled Tribes—Recommendation No. 31 in the 41st Report of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes.

The undersigned is directed to say that the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes has in its 41st Report made the following recommendation;

Recommendation No. 31 (Para 4.20)

“The Committee feel that the Liaison Officers are not able to function in as much as they are not of sufficiently high status and necessary papers and records are not made available to them. The Committee desire that the Liaison Officer should be of the status of a Director in the Ministry/Department.”

2. According to para 33 of the first edition of the Brochure issued *vide* Ministry of Home Affairs O.M. No. 1/2/61-SCT(I) dated 27-4-1962, Ministries/Departments are required to nominate the Deputy Secretary in charge of administration in the Ministries/Department (or any other officer, designated for the purpose) as Liaison Officer for work relating to representation of Scheduled Castes and Scheduled Tribes in services/posts. All Ministries/Departments have already nominated a Deputy Secretary or an officer of equal or higher status as the Liaison Officer except that in a few Ministries/Departments and officer of the rank of an Under Secretary may have been so nominated as Liaison Officer. The above mentioned recommendation of the Parliamentary Committee has been considered by Govt. It may not always be feasible to nominate an officer of the rank of Director (instead of Deputy Secretary) as Liaison Officer and further the posts of Directors are only selection grade/posts or Deputy Secretaries and their duties are interchangeable. The number of posts of Directors will also be small and in some Ministries/Departments there may be no Directors. The recommendation of the Parliamentary Committee is however brought to the notice of the Ministries/Departments and it is requested that where at present is a Ministry/Department an officer lower in rank than a Deputy Secretary is nominated as Liaison Officer, an officer at least of the rank of Deputy Secretary should be nominated as Liaison Officer.

Department of Personnel & A.R. O.M. No. 36024/1/78-Estt.(SCT)
dated 27-6-1978 to all Ministries and Deptts.etc.

Subject :—Follow up action on (i) special studies, of offices/organisations under taken and (ii) complaints received by the Commissioner for Scheduled Castes and Scheduled Tribes in service matters.

The undersigned is directed to refer to the instructions contained in the Ministry of Home Affairs O.M. No. 16/8/69-Estt.SCT dated 27-4-1970 in which the Ministries/Departments were requested to ask the Liaison Officers nominated in Ministries/Departments and in offices under the Heads of Departments for work relating to representation of Scheduled Castes and Scheduled Tribes to note the recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes that the Liaison Officers should ensure extension of necessary assistance to the Commissioner for Scheduled Castes and Scheduled Tribes in the investigation of complaints received by the latter in regard to service matters. These instructions are again brought to the notice of the Ministries/Departments, and they are requested to ensure that wherever any cases of individual representations, relating to service matters are referred by the Commissioner for Scheduled Castes and Scheduled Tribes to them calling for facts, comments etc., necessary action is taken to send reply/report to the Commissioner for Scheduled Castes and Scheduled Tribes as expeditiously as possible.

2. Special studies of rosters maintained and of implementation of other orders regarding reservation for Scheduled Castes and Scheduled Tribes in certain offices/organisation are also undertaken by the organisation of the Commissioner for Scheduled Castes and Scheduled Tribes from time to time, Ministries/Departments are requested to extend assistance to the Commissioner when such studies are made and also take follow up action on the Study reports, as expeditiously as possible. Action taken on the reports may also be intimated to the Commissioner for Scheduled Castes and Scheduled Tribes whenever required.

Department of Personnel & A. R. O. M. No. 46028/1/79-Estt.
(SCT) dated 11-10-79 to all ministries etc.

Subject :—Nomination of Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes in services/posts.

Under para 33 of Brochure issued *vide* Ministry of Home Affairs Office Memorandum No. 1/2/61-SCT (I), dated the 27th April, 1962, the Ministries/Departments were required to nominate the Deputy Secretary incharge of Administration in the Ministry/Department as Liaison Officer for work relating to representation of Scheduled Castes and Scheduled Tribes in services/posts. Following the recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes in his Report for the year 1965-66, it was further decided that the system of nominating Liaison Officer should be extended to the Offices under Heads of Departments also Ministry of Finance etc, were requested in this Ministry's O. M. No. 16/17/67-Est. (C), dated the 10th April, 1968 to issue directions accordingly. In para 2 of the above O. M., the Ministries were also requested that the names and designations of the Liaison Officers nominated and the offices/organisations for which they have been nominated may be intimated to this Ministry.

2. It is, however, seen that this Department has not, in some cases, been kept informed of the changes in the Liaison officer made from time to time. Ministry of Finance, etc, are therefore, requested that the name and designation of the present Liaison Officer nominated by each Ministry/Department (Proper) including in the offices under head of Department under their control may please be intimated to this Department *immediately*. The changes in the names and designations of the Liaison Officers which may occur from time to time should also be intimated to enable this Department to maintain the list of Liaison Officers upto date.

ADDENDUM

Department of Personnel & A. R. O. M. No. 36013/6/81-Estt. (SCT)
dated 7-12-81 to all Ministries/Departments.

OFFICE MEMORANDUM

Subject :—Recommendations Nos. 37, 38 and 39 contained in the 25th Report of the Commissioner for Scheduled Castes/Scheduled Tribes for the year 1977-78.

The undersigned is directed to say that the Commissioner for SC/ST has, in his 25th Report for the year 1977-78 made the following recommendations :

Recommendation No. 37

“All Ministries/Dep'tts. and Bureau of Public Enterprises should be advised to ensure that the instructions regarding appointment of Liaison Officers and setting up of Special Cells for work relating to representation of SC & ST are implemented in the public sector undertakings, statutory bodies, semi-Government bodies, etc., which are required to give effect to the reservation orders. The Liaison Officers of the Ministry/Department should monitor the working of the organisations under them to ensure effective implementation of service safeguards for Scheduled Castes and Scheduled Tribes.”

Recommendation No. 38

“In the same way Liaison Officers should be appointed and Special Cells established in Autonomons Bodies/Institutions Municipal Corporations, Cooperative Institutions, Universities, etc.”

Recommendation No. 39

“Voluntary agencies receiving grants-in-aid from Govt. should also appoint Liaison Officers and set up Cells for ensuring implementation of the service safeguards for Scheduled Castes and Scheduled Tribes.

2. The Govt. have accepted the above recommendations of the Commissioner. Accordingly, it should be the endeavour of every public undertakings, statutory and semi-govt. bodies, autonomous bodies/institutions including municipal corporations, cooperative institution, universities, voluntary agencies receiving grants-in-aid from the Govt. connected with appointment and promotion of SC/ST candidates to have Liaison Officers in the same manner as is existing in Ministries/Departments where the Deputy Secretary in charge of administration is nominated the Liaison Officers.

3. Ministries/Department, may also provide suitable infra-structural support-system to the Liaison Officers in the shape of a small Cell in the above-mentioned organisation under their charge, which will be under the direct control of the Liaison Officers and will assist the Liaison Officers in discharging his duties, effectively. The duties of the Liaison Officers have already been specified in appropriate Govt. orders vide Chapter 15 of the Brochure on reservation for Scheduled Castes & Scheduled Tribes in Services (fifth edition).

4. It has been brought out that the institutions of Liaison Officers and Cell are treated in a routinistic fashion and the nomination is considered as a mere fulfilment of the formality. It is once again stressed that the system of the Liaison Officers forms a very important, indeed integral, part of the institutional safeguards to vigorously oversee the implementation of reservation orders and maintenance of rosters at the grass-root level where lack of seriousness affects the interests of SC/ST. Hence, apart from appointment of Liaison Officers, the Ministries/Departments should also ensure that the Liaison Officers do submit the annual report of the inspection of rosters and also certify the dereservations proposals after satisfying themselves that such dereservations are inevitable and all the steps prescribed in this regard have been taken faithfully.

5. Ministry of Finance etc. are requested to bring the contents of this O. M. to the notice of all the attached and subordinate offices under their control and make efforts for due compliance on the part of these organisations.

Department of Personnel & A. R. O. M. No. 36011/22/82-Estt. (SCT)
dated 18th August 1983.

Subject :—Departmental Promotion Committee-Association of Officers belonging to SC/ST in DPC.

The undersigned is directed to refer to the above subject and to draw the attention of all the Ministries/Depts. to O. M. No. 41013/16/80-Estt. (SCT) dated 10-8-81 (copy enclosed)

2. This Department has been receiving references from Ministries/Departments to circulate a list of SC/ST officers who may be associated with various DPCs and Selection Boards. While this Deptt. is not in a position to prepare such a list of SC/ST officers who are posted throughout the country, it will also not be practical in the sense that a particular office located in a part of the country may not be able to make use of the officers belonging to other regions mentioned in the list.

3. Under the instructions of 10-8-81, the Liaison Officers, who are generally Deputy Secretary or Director (Admn.) have to endorse the non-availability of an SC/ST officers for being associated in the D. P. C. before actually convening the DPC, Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should also have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/Ministries. Whenever requirement arises, a SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.

4. Ministry of Finance etc. are requested to bring the contents of this O. M. to all their attached and subordinate offices.

Department of Personnel & A. R. O. M. No. 36022/2/84-Estt. (SCT)
dated 18th January, 1985.

Subject :—Cells in Attached and Subordinate offices for enforcement of the orders of reservation for Scheduled Castes and Scheduled Tribes in services-Parliamentary Committee.

The undersigned is directed to say that the Parliamentay Committee on the Welfare of Scheduled Castes and Scheduled Tribes (7th Lok Sabha) has, in its 46th report, made the following recommendation :—

“Under Ministry of Home Affairs O. M. No. 16/17/67-Estt. (C) dated 10-4-68, instructions were issued that in offices under the control of each Head of Department, a Liaison Officers should be nominated for work relating to representation of Scheduled Castes and Scheduled Tribes in such offices. No specific instructions have been issued for setting up cells in attached & subordinate offices under the Liaison Officers. If a Liaison Officer has to function effectively, it is necessary that staff is earmarked specifically to assist him in the discharge of his functions in the form of the cell.”

2. The need for strengthening the existing institution of Liaison Officer in the light of the above recommendation etc. and setting up of Special Cells for the purpose have been further considered in the Deptt. of Personnel and A. R. It has now been decided that :—

- (i) the Liaison Officer of the Ministry or Department proper will be responsible for the implementation of reservation orders in the Ministry/Department, However, for the purpose of sending the annual statement to the Deptt. of Personnel and A. R. the Liaison Officer of the Ministry or Department proper will coordinate and compile the statements received from all attached and subordinate offices including Heads of the Deptt. and send the consolidated statement to the Deptt. of Personnel and A. R.
- (ii) in each attached and subordinate offices, will be a separate Liaison Officer who will look after the implementation of reservation orders in such an office independent of the Liaison Officer in the Ministry or Deptt. proper. However, the Liaison Officer in the attached/subordinate offices will send the annual statement in respect of the office to the Liaison Officer of the Ministry or Deptt. proper which will be consolidated by the latter in the annual or other such return to be furnished to the Deptt. of Personnel and A. R.
- (iii) the offices under the various Heads of the Deptt. will continue to have separate Liaison Officer but the annual statement or any other return or informational details pertaining to such offices shall be furnished to the Liaison officer of the Ministry or Deptt. proper for the purpose of consolidation and transmission to the Deptt. of Personnel and A. R.
- (iv) in respect of attached/subordinate offices the proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes shall be certified to be in order on the proforma by the concerned Deputy Secretary/Director in the particular Division of the Minsitry/Deptt proper which functions as the administrative division for such attached/subordinate office and who will be designated as Liaison Officer for the purpose. This has been necessitated because the Deputy Secretary/Director (Admn.) who functions as the Liaison Officer of the Ministry/Deptt. Cannot look after all the reservation problems and issues of all the Attached/Subordinate offices of the Ministry/Deptt. and also, the constructive responsibility for proper implementation of the reservation policy should be that of the concerned 'link' Division.

3. It has been further decided that cells. should be set up in each attached/subordinate office to ensure due compliance of the orders of reservation issued from time to time in favour of the SC/ST employees and to scrutinise the statistical data in respect of the attached/subordinate office required to be furnished to the Ministry/Deptt. proper. In the main, the functions of a cell would be to assist the Liaison Officer to discharge his duties effectively. The strength of the cell would no doubt depend on the work-load and the norm, but not to designate or have a cell, irrespective of its numerical composition, dictated by the quantum of work-flow, will not be in order.

The Ministry of Finance etc. are requested to bring the above decisions to the notice of all authorities under their administrative control for their information and also ensure that the cells are set up expeditiously in the attached/subordianac offices in compliance of the above decision.